

BRA EMPLOYMENT OPPORTUNITY**PLEASE POST!!****TITLE:** PLANNER I**JOB VACANCY POSTING NO.:** 8-05**EMPLOYMENT STATUS:** BRA Development Program Employee
(See Reverse Side for Definition)**POSTING DATE:** 2/17/05**EXTERNAL DATE:** 3/3/05**POSITION FILLED:** _____**DIVISION/DEPT:** Planning/Community Planning**DATE:** _____**NAME:** _____

SUMMARY: Under direction of the Deputy Director for Community Planning, assist in development of various aspects of the planning and zoning process.

Conduct planning, economic development, housing, environmental, siting and zoning analyses. Pay site visits to examine and assess impact of proposed change. Consult with property owners, other public agencies, advisory/community groups and other interested parties to solicit input and concerns; explain planning and zoning issues. Examine plans, drawings and other background information. Review Board of Appeal referrals and make planning recommendations. Consult with supervisor on cases that are controversial or non-routine; present supervisor with recommendation for action with supporting information.

Conduct project review in individual neighborhoods. Establish and maintain effective working relationships with neighborhood and community groups and organizations and public agencies. Meet frequently to discuss current cases, neighborhood issues and concerns, and other items of interest.

Provide technical advice and assistance in the development and preparation of neighborhood rezoning documents to be submitted to the Zoning Commission for approval. Convey and interpret information about current zoning regulations; evaluate impact of proposed changes. Assist with coordination of procedural sequence of events to ready document for Commission presentation.

Prepare written and oral presentations of planning and zoning studies.

Ensure that response to public questions, needs or concerns is prompt and accurate.

Work on planning initiatives for specific city neighborhoods.

Arrange and conduct evening and daytime public meetings as assigned. Participate in evening community meetings to provide for public input. Ensure that response to public questions, needs or concerns is prompt and accurate.

Maintain and update current knowledge of planning issues and existing and proposed zoning regulations affecting neighborhoods.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Bachelor's degree in Planning or related field, plus at least one year of related experience in zoning administration and urban planning. Current knowledge of the Boston Zoning Code, and familiarity with physical aspects and historical traditions of Boston's neighborhoods are an asset. Good public demeanor and presentation skills are needed. Personal computer proficiency required. Knowledge/skills in PhotoShop and other graphics programs preferred.

GRADE: 17**HIRING RANGE:** \$40,550.41 - \$48,718.70**To apply:** Submit resume/cover letter to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114E-mail: hr.bra@ci.boston.ma.us Fax: 617-918-5458.**An Affirmative Action/Equal Opportunity Employer****Auxiliary aids and services are available upon request to individuals with disabilities.****BOSTON RESIDENCY REQUIRED ON DATE OF HIRE.**

RESOLUTION ADOPTED BY THE
BOSTON REDEVELOPMENT AUTHORITY
DECEMBER 12, 1968

1. RE: Establishment of a class of temporary employees to be known as Development Program Employees.

Whereas, the expanded staff requirements for carrying out the Boston Development Program will exist for a temporary period and can best be met by a maximum flexibility in hiring, dismissal, promotion, and transfer of staff, and

Whereas, if such staff were to be classified as permanently employed within the meaning of Section 2600 of Chapter 121 of the General Laws, it would seriously jeopardize the Authority's ability to carry out the program with maximum efficiency and economy,

Therefore, be it Resolved that there shall be established a new class of temporary employees of the Authority which shall be known as Development Program Employees who shall be employed from time to time for work in the Development Program and shall not be considered as permanent employees of the Authority. All such employees, unless otherwise specifically provided, may be dismissed at any time for cause or on three months' notice without cause.